## BRIEF ON PROCESS FOR INTERSTATE TRAVEL

## A standardized process for 14 days quarantine (Q14) for travel approvals has been launched, and the NGO Forum now facilitates the process of counter-signature from the Ministry of Health. It is hoped that this standardized approach will ensure movement of essential staff to and from the field.

The current process requires the physical signature of Dr. Richard Lako, the COVID-19 Incident Manager based at the EOC. Rather than inundate his office in an ad hoc manner, the Forum streamlines the signing of authorization forms for a more efficient and effective process. Member organizations are requested to submit the completed Q14 documentation to the Forum, as per the instructions below.

**Process for submission of Q14 authorisation documents to the NGO Forum:**

* All members to use the documents provided: i) Pre-Travel SOP Q14 Procedure, ii) Pre-Travel Q14 Tracking Template; and iii) Q14 Authorisation Form. Please find all relevant documents for the standardized Q14 process on the NGO Forum website <https://docs.southsudanngoforum.org/regulation/guidance-documents/pre-travel-q14-procedure-sops-and-templates>.
* All signed PDF versions of Pre-Travel Q14 Tracking Template and Q14 Authorization are to be submitted to NGO Forum Secretariat through: Shamila Khaltuma on nngo-states@southsudanngoforum.org (tel: 0922468926), copying Peter Chol on programme@southsudanngoforum.org (tel: 0927066747) and Ragnhild Gylver on comms@southsudanngoforum.org (tel: 0922651677).
* Documents for sign off with the Incident Manager, Ministry of Health will be submitted three times a week: Mondays, Wednesdays and Fridays. Deadline is 11 am on these days.
* For follow-up of submitted documents, please call Shamila on tel: 0922468926, as she will be able to tell you the status of your document. Please note that the Incident Manager is not signing documents on the same day that they are submitted, but that we usually get to pick them up on the following working day.
* We ask you to add the number of your NGO Focal Point on the Tracking Template so that we can get in touch with you when the documents are ready.

**The Incident Manager has asked NGO Forum to inform its members that:**

### The Authorisation Form must carry the stamp of the NGO.

### The Q14 Tracking Template for symptoms must be filled with “Yes” or “No”. Crosses, lines or other symbols are not accepted, since there is ambiguity about the meaning. Incompletely filled Tracking Templates are not accepted.

### The Tracking Template must carry the signature of the organisation’s Q14 focal point who has monitored the person doing Q14.

We ask NGOs to make sure the forms are meticulously filled before submission, in order to reduce the risk of not getting approval.

The process for interstate travel **is applicable to everyone** and looks as follows:

NGOs submit Authorisation Forms and filled Tracking Templates to NGO Forum before **11 AM Mondays, Wednesdays and Fridays**

NGO Forum submits Authorisation forms and filled Tracking Templates to the Incident Manager at 11:30 AM on Mondays, Wednesdays and Fridays

NGO Forum picks up signed Authorisation Forms with Tracking Templates on Mondays, Tuesdays and Thursdays at around 11:00 am and gets them stamped

NGOs are called to **pick up** their signed and stamped documents on **Mondays, Tuesdays and Thursdays afternoons (after 2 pm)**